



ICON SCHOOL TEAM

ICON will provide core technologies for Victorian Catholic education. The Ultranet is a learning management tool to foster rich and deep student learning powered by Catholic educators collaborating, pooling learning resources and optimising student learning outcomes over time. ICON also provides system-wide technology to optimise school administration.

Designated ICON School Leaders will be instrumental in leading the successful implementation of ICON in your school.

ICON SCHOOL TEAM

The *ICON School Team* will comprise four leaders including the Principal from the school to lead the following areas to support the successful implementation of ICON services in each School.

- ICON School Team Convenor and ICON Readiness Coordinator
- ICON: Enterprise Student Information Service Leader*
- ICON: Enterprise Finance/HR/Payroll Leader*
- ICON: Ultranet Leader

**These roles could be combined*

ICON READINESS

ICON School Team Convenor and ICON Readiness Coordinator
It is recommended that the principal (or a member of the school Leadership Team) convene the ICON School Team and lead the ICON Readiness activities including:

1. Developing an overall plan to implement ICON services as part of the school's *Annual Action Plan* including leadership, teacher capacity, professional learning and training for staff and infrastructure
2. Encouraging all staff to use ePotential to further develop teacher ICT capacity
3. Coordinating the training of staff in the use of ICON SIS, ICON Finance/HR and the Ultranet
4. Planning the rollout of the Ultranet across classes in the school and with the school community
5. Coordinating action on issues identified in the *ICON ICT Infrastructure Audit Critical Report*
6. Ensure the school's cybersafety policy is implemented

ICON ULTRANET LEADER

The role of the ICON Ultranet Leader

1. Lead the implementation of Ultranet in each section of the school in accord with the *Annual Action Plan*
2. Coordinate and lead the ongoing professional learning of staff in the effective use of Ultranet
3. Encourage and support the use of Ultranet for day-to-day school processes
4. Lead the implementation of the Ultranet as the portal for the wider school community
5. Develop and implement strategies to support students and parents in the use of Ultranet
6. Be the key contact at the school regarding the ICON Ultranet
7. Work with ICON Ultranet Lead Teachers
8. Attend Ultranet professional development delivered by the ICON Coach

ICON ENTERPRISE STUDENT INFORMATION SYSTEM LEADER/ ICON ENTERPRISE FINANCE/HR/PAYROLL LEADER

The role of the ICON Enterprise Student Information System Leader

1. Lead the planning for the transition to the ICON Enterprise SIS in your school
2. Lead the cleansing of school SIS data prior to the transition to the ICON Enterprise SIS
3. Develop processes for use of ICON Enterprise SIS in your school
4. Coordinate and lead the ongoing professional learning of administration staff in the effective use of ICON Enterprise SIS
5. Coordinate the changeover to the ICON Enterprise SIS in your school
6. Be the key contact at the school regarding the ICON Enterprise SIS

The role of the ICON Enterprise Finance/HR/Payroll Leader

1. Lead the planning for the transition to the ICON Enterprise Finance in your school
2. Lead the cleansing of school finance data prior to the transition to the ICON Enterprise Finance/HR
3. Develop processes for use of ICON Enterprise Finance/HR in your school
4. Coordinate and lead the ongoing professional learning of administration staff in the effective use of ICON Enterprise Finance/HR
5. Coordinate the changeover to the ICON Enterprise SIS in your school
6. Be the key contact at the school regarding the ICON Enterprise SIS
7. Liaise with your school accountant for support in the implementation of the finance system
8. Assist with the implementation of accrual accounting, if relevant



ICON ULTRANET LEADER

It is recommended that the *ICON Ultranet Leader* be assisted with *ICON Ultranet Lead Teachers* as follows:

| School size | ICON School Lead Teachers |
|--------------------|---------------------------|
| <50 | 1 |
| 51 – 100 students | 1 – 2 |
| 101 – 400 students | 2 – 3 |
| 401 – 800 students | 2 – 5 |
| >800 students | 3 – 6 |

When selecting ICON Ultranet Lead Teachers, consideration should be given to personnel who are:

1. Skilled classroom teachers
2. Excellent communicators and positive role models
3. Confident to coach and support staff
4. Model the use of ICT to improve learning and teaching

Note: It is preferable that one member of the ICON Ultranet Team is a confident user of ICT and has some technical expertise.

ICON will provide members of the ICON School Team with training to support the team with the ICON Readiness and the rollout of ICON in schools. ICON Ultranet Leaders will have the support of ICON Ultranet Coaches, and schools will have ongoing access to the ICON Ultranet Helpdesk.



ICON Enterprise Student Information System Leader *

Each school will be asked to nominate an ICON Enterprise Student Information System Leader.

It is recommended that the ICON Enterprise SIS Leader be the person in the school who is currently responsible for student data entry, receipting, accounts payable and accounts receivable.

Your school will receive specialised support prior to and following the rollover in your school to the ICON Enterprise SIS. Support will be offered through a series of ICON Enterprise SIS workshops, visits from an ICON Student Information System Data Expert as well as access to ongoing support from an ICON SIS Helpdesk.

Enterprise Finance/HR/Payroll Leader *

Each school will be asked to nominate an ICON Enterprise Finance/HR/Payroll Leader.

It is recommended that the ICON Enterprise Finance/HR/Payroll Leader be the person in the school who is responsible for all financial data entry and financial responsibilities in the school (eg. Administration Officer, Accountant, Business Manager)

Your school will receive specialised support prior to and following the rollover in your school to the ICON Enterprise Finance/HR. Support will be offered through a series of ICON Enterprise Finance/HR/Payroll workshops, visits from an ICON Finance Data Expert, ongoing support from an ICON Finance/HR/Payroll Helpdesk as well as Regional Finance Officers.

**These roles could be combined*